

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills

Report on ICT/Computing Skills FOR THE YEAR 2018-19

3 months training programme in technical skills was organized by Jawahar Knowledge Centre of this College. It was intended for B.A. and B.Com final year students. It was conducted in 3 batches during the academic year 2018-2019.

Batch-2 details:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
II	1.8.2018 to 30.11.2018	46

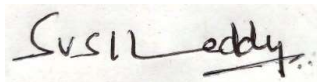
The following topics were covered in the training programme.

- Computer Fundamentals
- MS-Word
- MS-Excel
- MS-Power point
- Internet Skills
- Using Printer and scanner.


1. The following resource person Sri S.V.SubbaReddy – JKC mentor Conducted the training programme.

Certificates were issued to all the participants after the completion of each batch programme.

The candidates found the training very useful for studies and future career.



Signature of the Resource Person



Principal
Y A. Govt. Degree College for Women
CHIRALA - 523 155, Prakasam Dt., (A.P.)

Principal

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JKC Curriculum

S.No	Topic	No. of Hours allotted
1	Communication Skill	60 hrs
2	Soft Skill	30 hrs - Soft Skills 10 hrs - Ethical Values
3	Analytical Skill	60 hrs
4	Computer Skill	60 hrs
5	General Awareness	30 hrs
Total		250 hrs
(The duration of the training is 3 months/90 Days)		

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Computer Skills:

Unit I - Computer Fundamentals

What is computer
Features of computer
Computer Generations
Types of Computers
Applications of Computers
Input/output Devices
Computer's Memory
Computer Software
Windows
a. Windows desktop
b. Start Menu
d. Using Paint
e. Using word Pad

Unit II- MS-Office

About MS-Office

MS-Word

Word Basics
Features of Word
Starting with MS-Word
Components of MS-Word
File Menu
a. New
b. Save
c. Page Setup
d. Print preview
e. Selecting Text and Graphics
Edit Menu
a. Undo/ Redo
b. Copy and Paste
c. Find/ Replace
Headers and Footers
Insert Menu
Format Menu
Mail Merge
Table Menu

MS-Excel

Excel Basics
Excel Components
Entering Data
Data Types
Working with Cells
File Menu
Edit Menu
Creating a Chart
Functions and Formulae
Data Menu

Ms-Power Point

Power point Basics
Ready- Made slide layout scheme
File Menu
Creating a presentation
a. using auto content wizard
b. using a design template
c. using blank presentation
Insert Menu
Format Menu
Slide Show

MS-Access

Access Basics
Components
Data Types in MS-Access
Database Creation
Table Creation
Forms
Query
Reports

Unit III -Internet Skills

Introduction
Internet
How can I get connected at Home
Web Site
Web Browser
Search Engine
On-line Forms Rail Journey
On-line Shopping using FlipKart
Using Electronic Mail(Email)
Social Media
What is Skype?
Google Drives
What are Google Docs, Sheets and Slides

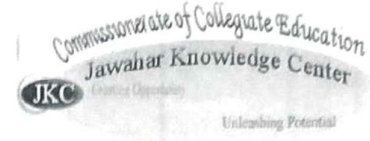
Unit IV - Using Printer and Scanner

Scanners
Printers
Use Picture Manager

Unit V – Assignments

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Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 20-07-2018.

CIRCULAR

All the students of final year B.A, B.Com and B.Sc courses are hereby informed that they have to attend JKC Training classes everyday from 9 a.m. - 10.00 a.m. and 4pm - 6pm as second batch from 01.08.2018. This training includes Communication, Soft skills, Analytical and Computer Skills for 3 months. Hence all the final year students register their names at JKC center. This training is very useful for competitive examinations. JKC training is mandatory for all final years.

PRINCIPAL

Jawahar Knowledge Centre
PRINCIPAL
Govt Degree College for
CHIRALA-523 155

III B.Com CA-

III B.Com Gen-

III B.A. HEP-

III B.SC MPCS -

III B.SC MSCS-

III B.SC MCCS-

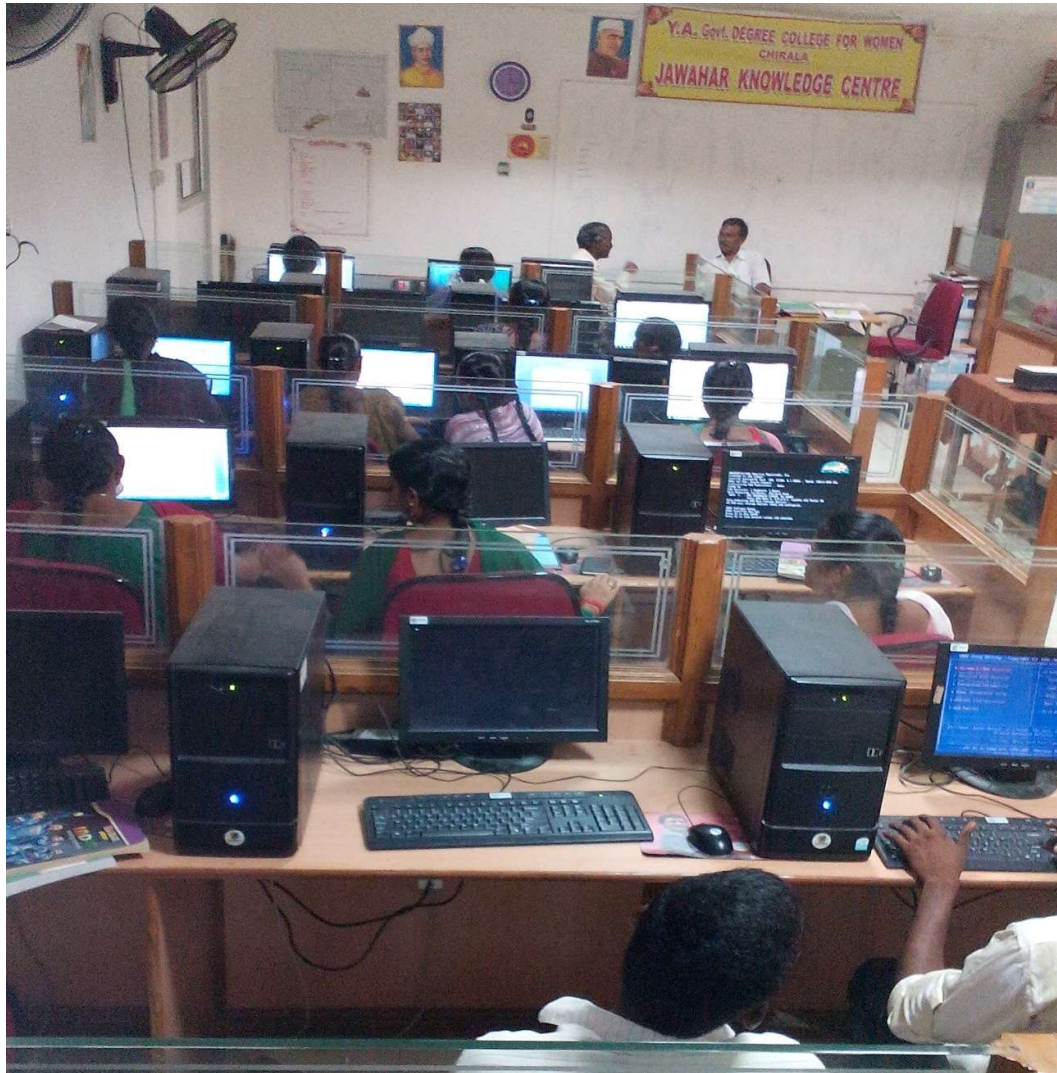
III B.SC MPC-

III B.SC BZC-

III B.SC MZC-

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Teaching Computer skills for bath-2 by Sri SVSubbaReddy on 2.8.2018

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YA GOVT. DEGREE COLLEGE (W), CHIRALA, PRAKASAM (DIST) JKC REGISTERED STUDENTS FOR BATCH-II --2018-19						
SL#	Student Name	DOB (dd/mm/yyyy)	Gender (M / FM / TG)	Caste (ST / SC / BC-A / BC-B / BC-C / BC-D / BC-E / OC)	Stream Name BA / Bcom / B.Sc / BBA / Any Other	Course/Group Name Example: BZC, MPC, CEC, HEP
1	B. Anusha	30-12-1998	F	SC-Mala	B Com	General
2	Ch. Venkata Lakshmi	18-04-1999	F	BC-D- Mudirajula	B Com	General
3	Ch. Naga Lakshmi	17-07-1998	F	OC-Balija	B Com	General
4	D. Sushma	12/6/1999	F	SC-Madiga	B Com	General
5	G. Yamuna	6/6/1998	F	SC-Mala	B Com	General
6	K. Priyanka	10/6/1999	F	ST-Erukula	B Com	General
7	K. Mounika	25-05-1999	F	BC-B- Padmasali	B Com	General
8	K. Jyothi	6/8/1998	F	SC-Mala	B Com	General
9	K. Yamuna	19-11-1998	F	SC-Mala	B Com	General
10	M. Sandhya	30-08-1999	F	SC-Mala	B Com	General
11	N. Meenakshi	15-12-1998	F	BC-A-Rajaka	B Com	General
12	P.Hinduja	14-05-1999	F	BC-B- Padmasali	B Com	General
13	P. Dwaraka	7/3/1998	F	BC-A-Vada Balija	B Com	General
14	P. Rajya Lakshmi	4/8/1998	F	OC-Reddy	B Com	General
15	R. Swaroopa	6/8/1999	F	SC-Mala	B Com	General
16	Sk. Sharmeela	10/6/1998	F	BC-E-Muslim	B Com	General
17	Sk Jabeena	30-05-1999	F	BC-E-Muslim	B Com	General
18	T. Gnaneswari	24-07-1999	F	BC-B- Padmasali	B Com	General
19	T.Prasanthi	2/10/1998	F	OC-Telaga	B Com	General
20	V. Bhuvaneswari	6/8/1998	F	BC-A-Dasari	B Com	General
21	B. Santoshi	16-05-1996	F	BC-A-Thurpu Reddy	B Com	Computer Application
22	Ch. Sai Lavanya	26-12-1999	F	OC-Brahmin	B Com	Computer Application
23	G. Sruthi	7/6/1999	F	SC-Mala	B Com	Computer Application
24	G. Vijaya Durga	15-08-1998	F	BC-B- Padmasali	B Com	Computer Application
25	G. Sireesha	7/9/1998	F	OC-Reddy	B Com	Computer Application
26	G. Adi Lakshmi	1/6/1998	F	ST-Yanadi	B Com	Computer Application
27	J. Revathi	25/4/1998	F		B Com	Computer Application
28	J. Sravani	28/8/1998	F	BC- B,Padmasali	B Com	Computer Application

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29	K. Yagna Priyanka	14/5/1997	F	ST,Erukala	B Com	Computer Application
30	K. Sneha	22/5/1996	F	BC-B,Gowda	B Com	Computer Application
31	K. Mamatha	12/3/1998	F	BC-D-Yadava	B Com	Computer Application
32	L. Pravachana	6/8/1999	F	OC	B Com	Computer Application
33	M. Bhavani	5/7/1992	F	BC-B-Devanga	B Com	Computer Application
34	M. Kumari	4/4/1999	F	BC-D-Thurpu Kapu	B Com	Computer Application
35	M. Yamini	27-08-1999	F	BC-D-Yadava	B Com	Computer Application
36	M. Saranya	12/7/1999	F	SC-Mala	B Com	Computer Application
37	N. Anupriya	28-04-1998	F	BC-B-Devanga	B Com	Computer Application
38	P. Nandini	21-09-1998	F	BC-A-Nayi Brahmin	B Com	Computer Application
39	P. Sai Raga Keerthi	31-08-1998	F	OC-Brahmin	B Com	Computer Application
40	R. Preethi	28-05-1999	F	SC-Madiga	B Com	Computer Application
41	S. Sravani	18-08-1998	F	BC-B-Devanga	B Com	Computer Application
42	S. Lakshmi Chaitnya	12/6/1999	F	BC-D-Thurpu Kapu	B Com	Computer Application
43	Sk. Naseema	2/10/1998	F	BC-E-Muslim	B Com	Computer Application
44	V. Rajya Lakshmi	10/6/1999	F	BC-D-Thurpu Kapu	B Com	Computer Application
45	V. Prasanthi	9/5/1996	F	SC-Mala	B Com	Computer Application
46	M. Kumari	4/4/1999	F	BC-D-Thurpu Kapu	B Com	Computer Application



Principal

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Name Of The Officer		Attendance										Register										Month	Year	Remarks								
S. No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
34	K. patiyonka	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
35	V. Bhavaneswari	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
36	S.lakshmi chaitanya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
37	T. Ganeshwari	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
38	N. Saranya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
39	V. Rajya Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
40	Ch. Abgalakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
41	B. Sarthasi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
42	K. Jyothi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
43	P. Nandini	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
44	N. meenavathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
45	n. Bhavani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
46	G. Jai Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	


 Principal
 Y.A. Govt Degree College for women
 Chirala, Srisastrya, Andhra Pradesh

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Certificate



This is to certify that

Ms. / Miss N. Meenakshi

D/o, S/o, Venkateswarlu With JKC ID No 21564jkc2018batchII
17025403

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.8.2018 to 30.11.2018.


JKC Coordinator




Principal & Chairman JKC
Govt. Degree College

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Certificate



This is to certify that

Mr / Miss B. Krupavathi

D/o, S/o, Raju *With JKC ID No.* 21576jkcbatchm 3205426

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.12.2018 *to* 28.2.2019

Rmas
JKC Coordinator



Principals
Principal & Chairman JKC
Govt. Degree College